

Personnel

Employment Regulations

New Employee
Evaluation Period**POLICY:**

- .01 The Laboratory has established a new employee evaluation period for new employees, during which their work performance and conduct are evaluated.

NOTE: Work performance and conduct include, but are not limited to, such factors as quality and quantity of work products, attendance, reliability, honesty, cooperativeness, and ability to work in a team environment.

**Employees Subject to
New Employee Evaluation
Period**

- .02 **Structured Series Employees** — Individuals hired as regular Structured Series employees serve a new employee evaluation period except when the following criteria are met:

The individual has completed at least 1 continuous year of full-time service at the Laboratory immediately before the conversion to regular employment (with no break in service) and

The regular position is in the same organization and involves the same duties at the same level.

- .03 **Technical Staff Members** — Individuals hired as regular Technical Staff Members serve a new employee evaluation period except when the following criteria are met:

The individual has completed at least 2 continuous years of full-time service at the Laboratory immediately before the conversion to regular employment (with no break in service) and

The regular position is in the same organization and involves the same duties.

- .04 **Former Employees** — A former employee who is rehired under a regular appointment is required to

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serve a new employee evaluation period unless excepted under the criteria stated above.

- .05 **Exceptions** — In truly exceptional cases, the Laboratory Director can waive the requirement. Requests will be evaluated on a case-by-case basis.

Length of New Employee Evaluation Period

- .06 For nonexempt employees, the new employee evaluation period ends on the first of the month after 6 months of continuous service under a regular appointment. For exempt Structured Series employees, the new employee evaluation period ends on the first of the month after 1 year of continuous service under a regular appointment. For Technical Staff Members, the new employee evaluation period ends on the first of the month after 2 years of continuous service under a regular appointment. Time on leave with or without pay is not qualifying service for the completion of the new employee evaluation period. The offer letter shall state the length of the new employee evaluation period applicable to a candidate for employment.

Extension of New Employee Evaluation Period

- .07 Under unusual circumstances, the appropriate group-level (or higher) manager may ask the Human Resources Division Director (DHR) to approve an extension of the new employee evaluation period. Such an extension must be for a specified period of time not to exceed 3 months. (See procedures in [.16.](#))

NOTE: During the first 6 months of employment, employees can apply for jobs outside their division only with approval of the cognizant group-level management. See [AM 105](#).

New Employee Evaluation Period Report

- .08 A new evaluation period employee is not subject to the performance assessment cycle described in [AM 109](#). Instead, the manager must complete a New Employee Evaluation Period Report form at the midpoint of the new employee evaluation period and again 30 days before the end of the new employee evaluation period. The manager should also complete a report if there is a question

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concerning the quality of an employee's performance, conduct, or general suitability for Laboratory employment any time during the new employee evaluation period. The New Employee Evaluation Period Report should indicate whether the manager finds the employee's performance, conduct, and general suitability for employment to be satisfactory (*see* [.11](#)).

Midpoint Report

- .09 If the New Employee Evaluation Period Report that is completed at the midpoint of the new employee evaluation period identifies deficiencies in performance, conduct, or general suitability for employment, the manager must either

Give the employee a copy of the New Employee Evaluation Period Report, discuss the identified deficiencies with the employee, and meet frequently with the employee to review progress or

Initiate a termination to be effective before the ending date of the new employee evaluation period (*see* [.13-14](#)).

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End of New Employee Evaluation Period

- .10 When completing the final New Employee Evaluation Period Report, the manager must either

Certify that the employee should be retained or

Initiate a termination to be effective before the ending date of the new employee evaluation period (*see* [.11-12](#)).

If the manager certifies that the employee should be retained, the employee will receive a copy of the final New Employee Evaluation Period Report containing the certification. The manager, with involvement of the immediate supervisor(s), if any, must sign the New Employee Evaluation Period Report.

Termination

- .11 Employees in new-employee-evaluation-period status may be released at any time at the discretion of the Laboratory. The appropriate division-level manager must review and approve the termination.

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The ✕ employee must be given at least 15 calendar days' advance written notice of the termination (*see* [AM 113](#)).

NOTE: The Laboratory will not reimburse relocation expenses.

Termination Complaint .12 An employee terminated during or at the end of the new employee evaluation period may file a formal complaint under [AM 111](#) only if the complaint alleges that impermissible discrimination or retaliation in violation of law or Laboratory policy motivated the termination.

Severance Pay .13 A terminated new employee evaluation period employee is not entitled to severance pay.

Rehire .14 A former employee who was terminated during the new employee evaluation period may be considered for reemployment with approval of the prospective division-level manager. ✕

PROBLEMS ARISING AFTER THE NEW EMPLOYEE EVALUATION PERIOD: .15 Successful completion of a new employee evaluation period does not confer tenure or permanent employment rights.

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PROCEDURES:

These procedures effective until further notice.

Extension of New Employee Evaluation Period .16 At least 7 calendar days before the end of the initial new employee evaluation period, the cognizant manager will notify the employee in writing of the reasons for and the period of the extension. The manager must send a copy of the notice of extension to the Personnel Records Team in the Human Resources Staffing Group (HR-5). Only one extension of the new employee evaluation period is allowed.

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Filing Reports

- .17 Copies of new employee evaluation period reports are maintained in the employee's official personnel file in Personnel Records.